

## POSITION DESCRIPTION

OSER-DMRS-10 (Rev. 08-2013) State of Wisconsin  
Office of State Employment Relations

1. Position No. 316200	2. Cert / Reclass Request No.	3. Agency No. 437
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4. NAME OF EMPLOYEE

4. DEPARTMENT, UNIT, WORK ADDRESS:

**Department of Children and Families**  
**Division of Safety and Permanence**  
Adoption and Interstate Services Section  
125 S Webster Street, P10 Madison WI

6. CLASSIFICATION TITLE OF POSITION

Social Services Specialist

7. CLASS TITLE OPTION (to be filled out by Human Resources Office)

8. NAME AND CLASS OF FORMER INCUMBENT

Judy Ranney, SSS 2

9. AGENCY WORKING TITLE OF POSITION

Advanced Adoption Search Specialist

10. NAME & CLASS OF EMPLOYEES PERFORMING SIMILAR DUTIES

Jacy Boldebuck SSS2

11. NAME AND CLASS OF FIRST-LINE SUPERVISOR

Katie Sepnieski, Adoption and Interstate Services Section  
Chief, Human Services Supervisor

12. FROM APPROXIMATELY WHAT DATE HAS THE EMPLOYEE PERFORMED THE WORK DESCRIBED BELOW?  
October, 2000

13. DOES THIS POSITION SUPERVISE SUBORDINATE EMPLOYEES IN PERMANENT POSITIONS? ☐ Yes ☐ No IF YES, COMPLETE AND ATTACH A SUPERVISOR EXCLUSION ANALYSIS FORM (OSER-DCLR-84).

14. POSITION SUMMARY \_ PLEASE DESCRIBE BELOW THE MAJOR GOALS OF THIS POSITION:

15. DESCRIBE THE GOALS AND WORKER ACTIVITIES OF THIS POSITION (Please see sample format and instructions on Page 3.)

- GOALS: Describe the major achievements, outputs, or results. List them in descending order of importance.
- WORKER ACTIVITIES: Under each goal, list the worker activities performed to meet that goal.
- TIME %: Include for goals and major worker activities.

TIME %

GOALS AND WORKER ACTIVITIES

(Continue on attached sheets)

**See Attached**

16. SUPERVISORY SECTION - TO BE COMPLETED BY THE FIRST LINE SUPERVISOR OF THIS POSITION (See Instructions on Page 2)

a. The supervision, direction, and review given to the work of this position is ☐ close ☐ limited ☐ general.

b. The statements and time estimates above and on attachments accurately describe the work assigned to the position.  
(Please initial and date attachments.)

Signature of first-line supervisor \_\_\_\_\_ Date \_\_\_\_\_

17. EMPLOYEE SECTION - TO BE COMPLETED BY THE INCUMBENT OF THIS POSITION

I have read and understand that the statements and time estimates above and on attachments are a description of the functions assigned my position.  
(Please initial and date attachments.)

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

18. Signature of Human Resources Manager \_\_\_\_\_ Date \_\_\_\_\_

DISTRIBUTE COPIES OF SIGNED FORM TO:  
☐ P-FILE ☐ SUPERVISOR

☐ EMPLOYEE

☐ CERT REQUEST COPY

## CLASSIFICATION TITLE- SUB-TITLE

### POSITION SUMMARY

Under the general direction of the Adoption and Interstate Services Section Chief, this position plans and implements the Adoption Records Search Program for the Department of Children and Families. Working closely with the Central Birth Registry the position provides professional case management services to all eligible requests to the Adoption Records Search Program as set forth in State Statutes. The position is responsible for coordinating statewide program information to promote efficiency in service and productive program outcome. The position also provides consultation and technical assistance to courts, counties, tribal and local agencies regarding the provisions of relevant statutes.

(Rated PD

Only)

<u>TR1</u>	<u>TR2</u>	<u>TIME</u>	<u>GOALS AND WORKER ACTIVITIES</u>
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60%

A. Plan and provide adoption search program services to ensure prompt, efficient response to requestors in accordance with Wisconsin Statutes, DCF 53, and search policy and procedures.

- A1. Prioritize requests to meet specific timeframes.
- A2. Using expert knowledge of the process to access closed adoption records, respond to telephone and mail inquiries and requests for information and services about adoption search activities. Refer appropriate searches to other agencies.
- A3. Decide on a course of action to pursue search activities based on available information from the requestor. Obtain legal, medical or genetic advice on difficult cases in order to select the most appropriate course of action.
- A4. Search State and County records and private agency records in an attempt to locate available information for continuing the search process.
- A5. Consult with requestor on level of search activity and costs associated to establish fee request. Establish fee according to the Department fee schedule.
- A6. Provide general post-adoption resource information to adoptees and/or parents, regarding birth certificates, applying for SSI, death benefits, and scholarships.

20%

B. Performance of Adoption Records Search Program Activities

- B1. Independently review client request for access to adoption records to determine statutory eligibility, fees, and authority for the release of records and information.
- B2. Oversee the activities of adoption search activities relating to the creation of new records, amendment of existing records, completion of correspondence, and tracking of search requests.
- B3. Coordinate with section staff on the receipt of fees received for the search program.
- B4. Review case file information that has been redacted prior to mailing to ensure that no confidential and/or identifying information is released.
- B5. Perform functions of a notary public for the Adoption Services Unit

**20%**      C. Performance of Adoption and Interstate Services Section Activities

- C1. Assist on projects and programs as directed by supervisor when section priorities need to be met.
- C2. Assist in the upkeep and editing of existing forms and brochures for programs within the section
- C3. Assist in purging of closed cases and/or unnecessary documentation contained in adoption case files. Ensure destruction of all documentation and/or case files are completed in accordance with existing DCF Records Retention schedules.
- C4. Act as lead worker when staff are used to assist in filing, preparation, purging and microfilming of adoption case files.
- C5. Provide back-up duties for other staff when directed by supervisor.

**KR1   KR2   KNOWLEDGE, SKILLS, AND ABILITIES**

1. Knowledge of child welfare services, especially services for adoption of children with special care needs.
2. Knowledge of adoption policy and procedures as provided in federal and state law, DCF policies and procedures and administrative rules.
3. Knowledge of laws and procedures governing confidentiality of adoption records and other human service documentation and knowledge regarding the sharing and proper release of protected information
4. Knowledge of eWiSACWIS.
5. Ability to provide technical assistance and case consultation to attorneys, courts, adoption workers and the general public.
6. Ability to work effectively with a diverse public
7. Ability to prioritize, plan, and organize work in an effective and timely manner.
8. Ability to communicate effectively both verbally and in writing.
9. Ability to identify problems and recommend appropriate corrective action
10. Ability to identify ways to make efficiencies within the adoption programs and recommend new processes.